



STATE OF CONNECTICUT  
DEPARTMENT OF EDUCATION



**TO:** Adult Education Directors  
Federally Funded Grantees  
Cooperating Eligible Entities

**FROM:** Paul F. Flinter, Chief  
Bureau of Health/Nutrition, Family Services and Adult Education

**DATE:** September 3, 2010

**SUBJECT:** Adult Education Operational Memorandum # 01-11

- Statewide Policy Forum, Thursday, September 16, 2010
- Electronic Handouts Only for Policy Forums
- FY 2010-11 Adult Education State Grant Information
- FY 2010-11 Adult Education Directory Information Form
- Program Improvement Project (PIP) Grants
- Performance Targets for Fiscal Year 2010-11
- National External Diploma Program (NEDP)
- Writing Contact Person Meeting
- Transition Program Roundtables
- Assessment Administration and Security Agreement
- Common Core State Standards
- Summary of Legislation Enacted in the 2010 Regular Session

### **Statewide Policy Forum, Thursday, September 16, 2010**

The first policy forum for Fiscal Year 2010-11 will be held on **Thursday**, September 16, 2010, from 9 a.m. to 12 noon at the **Four Points Sheraton in Meriden**. Please note the change of location ([click here for driving directions](#)) and day of meeting. Directors are encouraged to bring at least one Program Facilitator to the forum.

The statewide meeting for Program Facilitators only will be held in the afternoon of September 16, 2010, from 1 to 4 p.m. at the same location. Critical updates relative to the Connecticut Competency System (CCS) will be discussed at this meeting. **Because of budget constraints, no afternoon refreshments will be provided.** Facilitators who will also attend the policy forum must note that lunch will not be provided.

### **Electronic Handouts Only for Policy Forums**

All handouts for the Adult Education Statewide Policy Forums will be posted on the Connecticut State Department of Education Web site at <http://www.ct.gov/sde> (Click on Adult Education → Policies and Procedures → Meeting Handouts) by Tuesday noon during the week of the policy forum. Please download these handouts prior to the policy forum. **No copies of handouts will be distributed at the policy forum.**

### **FY 2010-11 Adult Education State Grant Information**

The Connecticut State Department of Education (CSDE) has distributed to all districts an August payment for the Adult Education State Grant. The August payment to districts represents two-thirds of the state grant entitlement. State grant entitlement is based upon the Grant Application for Adult Education Form ED-244 and the Supplemental Grant Application for Adult Education Form ED-244A and factors in any cap on adult education state grant funds relative to the appropriation. Copies of the preliminary grant award letter and the ED-114 budget form for FY 2011 can be obtained from the districts' business offices.

### **FY 2010-11 Adult Education Directory Information Form**

The Adult Education Directory Information Form is attached to this email. Please complete this form thoroughly and return it via email to Gina Hoag at [gina.hoag@ct.gov](mailto:gina.hoag@ct.gov) no later than **Wednesday, September 15, 2010**. All state and federal grant providers are required to complete the Directory Information Form. If you have any questions please contact Valerie Marino at [valerie.marino@ct.gov](mailto:valerie.marino@ct.gov) or at 860-807-2130.

### **Program Improvement Project (PIP) Grants**

All budgets for the PIP grants have been reduced by 16%. Budget revisions are being accepted until September 30, 2010. For more information, contact Susan Pierson at 860-807-2121 or [susan.pierson@ct.gov](mailto:susan.pierson@ct.gov)

The FY 2010 PIP End of Year Reports are due to the Bureau of Health/Nutrition, Family Services and Adult Education on or before **September 15, 2010**. **A separate report must be completed for each project funded**. Be sure to submit **two** stapled, typed copies (one with original signature) along with a copy of your program's FY 2009 Program Profile report from the Connecticut Adult Reporting System (CARS).

### **Performance Targets for Fiscal Year 2010-11**

The U.S. Department of Education has approved Connecticut adult education's State Plan extension for Fiscal Year 2010-11. This plan includes adult education's performance targets for the federal core indicators of performance and can be downloaded at <http://www.ct.gov/sde> (Click on Adult Education → Adult Education Overview → State Plan).

### **National External Diploma Program (NEDP)**

The National External Diploma Program Council (NEDPC) Conference is being held in Hartford on September 20-21, 2010. Thanks to CAACE, CEUs will be awarded to participating CT staff. There is still time to register. Go to [www.nedpc.net](http://www.nedpc.net) for all conference information.

## **Writing Contact Person Meeting**

The annual Writing Contact Person (WCP) meeting will be held on Thursday, September 23, 2010, from 1 to 4 p.m. at Capitol Region Education Council (CREC) and on Friday, October 1, 2010, at New Haven Adult Education. The Department expects that the WCP will register for ONE of these meetings through the CREC registration system. If your program's WCP has changed, please notify Susan Pierson at [susan.pierson@ct.gov](mailto:susan.pierson@ct.gov) with the name and email address of the new contact as soon as possible.

In addition, all programs must declare to CSDE how they will be scoring their writing samples for the coming year 2010-2011. Please report to Susan Pierson no later than September 30, 2010, whether you are scoring your samples at your program or using the ATDN Scoring Service for formal reporting purposes. If you have any questions regarding writing, please contact Susan Pierson at [susan.pierson@ct.gov](mailto:susan.pierson@ct.gov).

## **Transition Program Roundtables**

Transition to Postsecondary Education and Training is an initiative funded through the federal program improvement project grants. The first transition roundtable meeting will be held on Wednesday, October 20, 2010, at Capital Community College from 1 to 4 p.m. If you are interested in learning more about this initiative, please contact Susan Pierson at [susan.pierson@ct.gov](mailto:susan.pierson@ct.gov). The annual National College Transitions Conference will be held in Warwick, RI on November 15-16, 2010. More information can be found at [www.collegetransition.org](http://www.collegetransition.org).

## **Assessment Administration and Security Agreement**

The Connecticut Competency System (CCS) Policies and Guidelines for 2010-11 are posted online at <http://www.sde.ct.gov/sde/lib/sde/PDF/DEPS/Adult/accountability/ccspolicies.pdf>. Please share this resource with the CCS Program Facilitator(s). Please also complete and sign the Assessment Administration and Security Agreement and return by September 17, 2010 to:

Don Chao  
Capitol Region Education  
111 Charter Oak Avenue  
Hartford, CT 06106

## **Common Core State Standards**

On July 7, 2010, with a unanimous vote, the Connecticut State Board of Education adopted new national academic standards, known as the Common Core State Standards (CCSS) in English language arts and mathematics that will establish what Connecticut's public school students should know and be able to do as they progress through Grades K–12. Please see <http://www.sde.ct.gov/sde/cwp/view.asp?a=2618&q=322592> for information especially the frequently asked questions. Connecticut's two national partners in adult education, the Comprehensive Adult Student Assessment System (CASAS) and the General Educational Development (GED) Testing Service, have both begun work to align their content standards and

assessments to the CCSS. An understanding of the Core Standards will help in the implementation of your elementary and secondary school completion programs.

### **Summary of Legislation Enacted in the 2010 Regular Session**

On August 18, 2010, the Commissioner of Education released to Connecticut School Superintendents a summary of all legislation that was enacted during the 2010 legislative session. Please see <http://www.sde.ct.gov/sde/cwp/view.asp?a=2615&Q=321214> for a copy of Commissioner's circular letter.

Thank you.